



**Joint Operating Committee
Meeting Agenda**
Thursday, June 22, 2017
8500 Oliver Road, Erie, PA 16509

Work Session
6:00 p.m.

1. Executive Session – Personnel
2. Buseck Barger Bleil & Co – Valerie Hartley, CPA - Annual Audit Planning
3. Erie County Vocational-Technical School Foundation
4. Policy Review - Policy No. 246, School Wellness

Regular Meeting

1. Call to Order

- A. Moment of Reflection
- B. Pledge of Allegiance
- C. Roll Call

Foyle, Ogden, Olesnanik, Bucksbee, Lutz, King, DiPlacido, Fynan, Ring, Fox, Duda

2. Meeting Minutes

- A. Motion to accept the minutes of the May 25, 2017 meeting as presented

3. Guest and Public Comment — Items Related to the Agenda

4. Correspondence

- A. Letter of disability leave request from Jim Simitoski, Facilities Maintenance

5. Business

- A. Business Manager Report — Terri Birchard, Business Manager
- B. Motion to approve the following reports, transfers, payments and invoices, as presented:
 1. Revenue and Expenditure Reports: May 2017
 - a) General Fund
 - b) Food Service Fund
 - c) Capital Projects Fund
 - d) Student Activities Report
 2. Checks and Invoices
 - a) General Fund Checks, Wire Transfers and Invoices:
Checks and Wire Transfers: \$218,094.54
Invoices Payable: \$219,877.44

- b) Food Service Fund Checks and Invoices:
 - Checks and Wire Transfers: [\\$10,557.70](#)
 - Invoices Payable: [\\$16,246.55](#)
- c) Capital Projects Fund Checks and Invoices Payable: None
- d) Student Activity Fund Checks: [\\$1,295.73](#)
- 3. VISA Procurement Card Payment: [May: \\$26,117.35](#)
- 4. Treasurer's Report: [May 2017](#)
- 5. [Motion to approve the 2017-2018 VISA purchasing card users and limits effective July 1, 2017 as listed](#)
- 6. [Motion to transfer \\$100,000 from Budgetary Reserve to an Assigned Fund Balance for Professional Unit Salaries and Benefits](#)

6. Human and Quality Resources

- A. [Coordinator of Human and Quality Resources Report](#) — Natalie Fatica
- B. [Motion to approve the Uncompensated Disability Leave of Absence for James Simitoski beginning June 27, 2017 for approximately 3-6 weeks](#)
- C. [Motion to hire Melinda Jobczynski as a part-time Student Aide at the rate of \\$15.37 per hour beginning on August 25, 2017](#)
- D. [Motion to approve 25 hours each \(50 total\) of AYES internship supervision for Elaine Shaffer and Sam Steever at the curriculum rate of \\$35.00 per hour](#)
- E. [Motion for approval to hire Allison Marendt as one of the part time Math Instructors effective June 22, 2017, at Column D step 8 at the rate of \\$45,249 per year prorated for part-time](#)

7. Operations

- A. Administrative Reports
 - 1. Superintendent Report — Dr. Sandra Myers, Union City Area School District
 - 2. [Director Report](#) — Aldo Jackson
 - 3. Solicitor Report — Tim Sennett
 - 4. [Principal Report](#) — Joe Tarasovitch
 - 5. [Facilities Report](#) — Del VonVolkenburg
 - 6. [Technology Report](#) — Jeff Smith
 - 7. [Instructional Support Services Report](#) —Sandy Carr and Pat Holland
- B. Staff Travel >400 miles (Policies 331, 431, 531) - none
- C. Field Trips and Fund Raising Requests (Policies 121, 229, 230,)

1. Field Trip Request – Health Assistant and Computer Programming; Gannon University; September 2017
 2. Field Trip Request – Drafting & Design; Modern Industries; September 2017
 3. Field Trip Request – Auto Body; Erie Insurance Training Facility; September 2017
 4. Fundraising Request – SkillsUSA; Various throughout 2017-2018 school year as presented
- D. Facility Use Requests — Profit Making Organizations (Policy 707)
- E. Other Operations
1. Motion to approve the 2017-2018 textbooks as listed
 2. Motion to approve the new ECTS courses as listed for delivery beginning 2017-2018
 3. Motion to appoint Ken Berlin as the Superintendent of Record for the 2017-2018 school year and to be paid a net stipend of \$3,000
 4. Motion to set the 2017-2018 tuition rates as follows:
 - a) Secondary Program: High school and adult students \$18.73 per hour
 5. Motion to approve the Student Intern Agreement with Splash Lagoon
 6. Motion to approve the Student Intern Agreement with Holiday Inn Express
 7. Discussion regarding Resource Officer
 8. First Reading – Policy 246, Student Wellness

8. Other Business

- A. Board Action Items
1. Food Service Financial Report – May 2017 – The Nutrition Group
- B. Motion to waive the second reading and adopt Policy No. 246, School Wellness
- C. Motion to approve the Benefit Compensation Plans (Act 93) for the Administrative Staff Members and the Business Manager

9. Supplemental Reports & Information

- A. JOC Member Attendance Report
- B. AFT Report – no report
- C. Secondary Program Enrollment Report
- D. Transition Center & Career Alternative Education Enrollment Report
- E. Disabled Population by District – no report
- F. Disabled Population by Program – no report

- G. [Business Partnership Coordinator Report](#) – Elaine Shaffer
- H. [Admissions Coordinator Report](#) – Lisa Sorensen
- I. [Career Planning Coordinator Report](#) – Remle Moyak
- J. [Work Experience Report](#)—June 2017
- K. [Administrative Retreat Packet](#)
- L. **No meeting in July**
- M. **Next meeting: Thursday, August 24, 2017**

10. Guest and Public Comment — Open to General Matters

11. Adjournment

12. Foundation agenda